

RECORD OF DEPOSIT FORM

**Instructions:**

This form is used when sending cash or check from a HSA event, to the HSA Treasurer to be deposited into the bank account.

1. Complete this form
2. Attach all money collected at event and verify that the amount matches the total on this form
3. Submit to the treasurer as soon as possible after the event
4. If the event contains multiple items (apparel sales, ticket sales, etc.), please complete a separate form for each type of event
5. Email Treasurers **Kristie Gehlhaus** (kristengehlhaus@yahoo.com) and **Jen Kelly** (jenniferkelly00@gmail.com) to let them know to expect this form

Event/Fundraiser: \_\_\_\_\_

**Amount of Deposit:**

\$1 x _____ = \$ _____	\$ _____ Check(s)
\$5 x _____ = \$ _____	# of Check(s) _____
\$10 x _____ = \$ _____	
\$20 x _____ = \$ _____	
\$ _____ Coins	\$ _____ <b>TOTAL DEPOSIT</b>

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**To be completed by the HSA Treasurer:**

Verification of Deposit:

\$1 x _____ = \$ _____	\$ _____ Check(s)
\$5 x _____ = \$ _____	# of Check(s) _____
\$10 x _____ = \$ _____	
\$20 x _____ = \$ _____	
\$ _____ Coins	\$ _____ <b>TOTAL DEPOSIT</b>

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_